

Cottonwood Heights Weekly Staff Report (Aug. 5 - 11, 2018)

City Manager:

City Recorder:

August 21-2018

WORK SESSION

5:00 pm Presentation by Ralph Becker, CWC Executive Director

5:20 pm Rain Barrel Program – Zachary Frankel and Nick Schou with Utah Rivers Council

(Zachary Frankel and Nick Schou with Utah Rivers Council will present to city council their rain barrel program.)

Public Relations Report - Dan Metcalf

(Public Relations Specialist Dan Metcalf, will provide Cottonwood Heights media reports with Staff follow-up, where needed.)

City Council and Staff Reports

(Each week staff provides informational reports from each department to allow City Council a method of keeping up on the day-to-day activities of the City. This report is available on the internet at www.ch.utah.gov. This agenda item is set aside to allow Council members to ask questions or for staff to bring Council up to date of any changes since the report was made.)

6:00 pm Special Reports

a.

Review of Calendars and Upcoming Events

Closed Meeting

August 28-2018

BUSINESS

WELCOME/PLEDGE/ACKNOWLEDGEMENTS

CITIZEN COMMENTS

PUBLIC HEARING

REPORTS

6.0 STANDING MONTHLY REPORTS

6.1 Monthly Financial Report – Finance Director Dean Lundell

(Finance Director, Mr. Dean Lundell, will report the city finances for September 2017)

6.2 Unified Fire Report – Assistant Chief Mike Watson

(Report by Assistant Chief Watson on medical and fire calls responded by Cottonwood Heights' stations during the month of September 2017; as well as other informational items from UFA.)

ACTION ITEMS

Resolution for the PTOS committee

CONSENT CALENDAR

WORK SESSION

AMBER SHILL – Canyons School District Report

Review of Business Meeting Agenda

Public Relations Report - Dan Metcalf

(Public Relations Specialist Dan Metcalf, will provide Cottonwood Heights media reports with Staff follow-up, where needed.)

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- a. **Butlerville Days Wrap Up-** Ann Eatchel will review the event with the council, share the committees' comments and recommendations and take input for 2019.

6:00 pm Special Reports

- a. **Salt Lake County Funding – Ms. Erin Litvack, Deputy Mayor / Chief Administrative Officer for Salt Lake County Mayor's Office**

Review of Business Meeting

Review of Calendars and Upcoming Events

Closed Meeting

Monday, September 3 is Labor Day – Observed Holiday

September 4-2018 – No meeting – YCC Dinner at 6:30 p.m.

City Council Canyon Center Tour at 5:00 p.m.

Public Relations:

1. Finished updating website with all the content from the August newsletter.
2. Planned and executed social media marketing for events and projects going forward, including Bites in the Heights food truck rally, Bark in the Park, Arts Show entries, etc.
3. Updated website to utilize the "slider" feature for more immediate marketing needs. This is a feature that has been used for marketing different city departments in the past. Since July, we have been using it to promote only immediate events and programs, like Butlerville Days, the musical, and a few other items.
4. Attended the BHS groundbreaking and took a lot of pictures for the newsletter.
5. Met with Exec Staff and planned out the September newsletter content. Also met with Kim Horiuchi to make editorial assignments.
6. Gathering content for the Sept 2018 newsletter. Content is due on Aug. 14.
7. Assisted Bryce and other staff in preparation of content for the Aug. 14 Truth in Taxation open house and public hearing.

Admin Services & Finance:

- On her last day on the job, Kim Pedersen was thrilled to learn that Cottonwood Heights is recommended to receive \$13,000 for the ZAP Tier II grant. This is \$2,000 more than the highest ever awarded to the city. Way to go Kim!
- Staff is preparing for the City Council open house and business meeting on Aug. 14th with the information that we reviewed with the City Council.
- Council members and staff attended the Brighton High ribbon cutting on Thur. Aug. 9th.
- Interviews were held for the Arts Council Production Coordinator position.

- The Canyon Centre project continues to progress with the excavation and earth retaining system nearing completion in the southeast corner of the project and crews preparing to start footings next week.
- The play “Big” ended on Monday, Aug. 6 with acclaim from the cast and audience. Our many thanks go out to everyone who contributed to the production. It takes a group effort to pull this off and we are so pleased with everyone that made it happen.

Information Technology:

- Completed and closed out migration of the Email server. All inboxes, shared boxes, and calendars have been successfully migrated.
- Encrypted email has been turned on, and the ability to send emails with encryption has been tested and working for all city employees.
- Created and sent out how to videos to remove the old MS office and update to the new Office 365 products.
- Microsoft Skype for Business is fully functional, and is setup for chat, file sharing, and screen sharing.
- Windows updates have been tested and approved for the next round of Windows 10 as well as Office updates.
- Public works PC's have been updated to have VPN access. This allows them access to the internal shared drives, full email and to sign in the same as if in City Hall.
- The external access for the security cameras has been fixed and tested.
- We have begun the process of moving off Proof Point.
- Migration of Caselle data to the cloud has begun.

Planning & Economic Development:

Meetings & Staff:

- The first Food Truck Night at Mountview Park was a success. As a reminder, food trucks will be at the park every Monday in August from 5:00 p.m. to 8:00 p.m.
- An Administrative Hearing was held to approve a home office with clients.
- An Architectural Review Commission meeting has been scheduled for Aug. 22 to review several monument signs, the repainting of the Santa Fe Apartments, and the Denny's restaurant remodel.
- The GIS intern job posting closed. Interviews will be held on Monday and we hope to make a selection shortly after that.
- Created policy and process guidance for all general plan, zoning map and zoning ordinance amendments.
- Continued work on Open Space Master Plan.

GIS:

- Review of street and boundary lines for the upcoming Census 2020 have been completed and submitted.
 - 287 lines were added
 - Attributes for 902 lines were modified/updated
 - 167 lines were deleted
 - 613 addresses were added
 - Attributes for 2406 addresses were modified/adjusted

- 198 addresses were deleted
- In the review of valid addresses around 100 addresses, previously un-located, were discovered and mapped. Most of these were basement and other apartments in existing single family homes.

Business Licensing:

- 15 Business License Renewals
- 10 New Business License Accepted
- 7 New Business License Completed
- 2 Address/Owner/Business Info Updates
- 1 Business Closed

Building Permits

- 9 Permits Received (8/3 – 8/9)
 - 3 additions
 - 1 cell antenna
 - 3 over the counter
 - 2 solar
- 9 Permits Issued (8/3 – 8/9)
 - 1 addition
 - 6 over the counter
 - 1 remodel
 - 1 tenant improvement

Emergency Management:

Public Works/City Engineer:

- The property acquisition for the roundabout is nearly complete. The purchase documents have been approved for signatures and the city should be receiving the fully executed documents sometime this week.
- We are preparing a number of projects to be bid in the next few weeks. The first project in August to be bid is a city-wide slurry seal project. This project will place slurry seal emulsified asphalt on approximately 2 million square feet of public roads.
- The second project to be bid is the Park Centre Road Reconstruction Project. This project will consist of a 2 ½ inch rotomill, placing pavement fabric with tack coat and a 2 ½ inch overlay. Other construction projects that will be ready to bid shortly include the Mountview Park Restroom Expansion and the Big Cottonwood Canyon Gap Trail Project.

UFA:

Unified Fire Report for Cottonwood Heights August 13, 2018

Wildland fires in Utah and other western states continue to burn aggressively, due to hot temperatures and the dryness of fuels. UFA has people in California and they are witnessing extreme fire behavior such that they have never seen before.

Chief Petersen, Tony Hill (our CFO) and I will be in attendance at the Open House and Public Hearing Tuesday night. We will have two posters at our table, with data taken directly out of the packets that were given to the council some time ago.

Respectfully,

Mike Watson, Assistant Chief Support Division| Liaison to Cottonwood Heights| (801) 824-3705

Police:

1. The police department helped block traffic and support the Tour of Utah last weekend. No major events
2. We hired 3 new officers who started the academy/training today.
3. We ID'ed the subject who stole the servers phone at Denney's and sent her personal pics to all contacts.
4. We arrested the robbery suspect at the Snow Shack in the Dans parking lot. Homeless guy living behind Target.

City Council:

Added Documents/Photos:

Canyon Centre Photos

